

## **Historic, Archive Document**

Do not assume content reflects current scientific knowledge, policies, or practices.



U. S. DEPARTMENT OF AGRICULTURE  
COMMODITY CREDIT CORPORATION  
OFFICE OF SUPPLY

U. S. DEPARTMENT OF AGRICULTURE

Index:  
Storage  
Vendor and Purchaser  
Availability

SHIPPING AND STORAGE BRANCH MEMORANDUM NO. 42.1

Distribution of Purchase and Sales Abstracts and Related Items

I Purpose

- A. This memorandum provides the procedure for forwarding purchase and sales abstracts, related items, and weekly check lists to the Storage Division in Washington and the Regional Shipping and Storage Divisions in order to establish vendor and/or purchaser availability.

II Responsibilities

- A. The Procurement and Price Support Branch and the Sales Branch in Washington are responsible for sending to the Regional Shipping and Storage Divisions abstracts, corrections and supplements thereto, and amendments to contracts which have been prepared in Washington.
- B. Regional Procurement and Price Support Divisions and Regional Sales Divisions are responsible for furnishing to the Regional Shipping and Storage Divisions abstracts, corrections and supplements thereto, and amendments to contracts which are prepared in the respective regional offices.
- C. The Procurement and Price Support Branch and Sales Branch are responsible for furnishing all abstracts, corrections and supplements thereto, and amendments to contracts to the Storage Division, Shipping and Storage Branch in Washington.

III Transition Period

- A. While this method of handling abstracts and related items will become effective September 15, 1945, the Regional Shipping and Storage Divisions will not assume responsibility for preparing order tickets until October 1. During this period Regional Shipping and Storage Divisions will have an opportunity to get their vendor availability records established as enumerated in Shipping and Storage Branch Memorandum No. 41.1, dated July 10, 1945.

Distribution Code "A"  
August 7, 1945

#### IV Distribution of Abstracts and Related Items, Except Processing and Repackaging Abstracts

##### A. Number of Copies

Two copies of abstracts, corrections and supplements thereto, and amendments to contracts will be forwarded by the office issuing the documents to the appropriate Regional Shipping and Storage Division.

In addition, the Procurement and Price Support Branch and the Sales Branch will forward to the Chief of the Storage Division two copies for use in the Shipping and Storage Branch.

The F.O.B. point and the commodity type will be the governing factors in determining the proper Regional Shipping and Storage Division to which the abstract will be sent. Where there is more than one F.O.B. point and all are in the same region, two copies will suffice.

In cases where an abstract covers more than one F.O.B. point and they are in different regions, two copies will be sent to each Regional Shipping and Storage Division involved. Also in cases where an abstract covers different types of a commodity, two copies of an abstract will be sent to each Regional Shipping and Storage Division concerned for each commodity type.

##### B. Marking "Action Copy"

The issuing office will stamp "Action Copy" on one of the copies sent to the Regional Shipping and Storage Division.

Where it is necessary to send two copies to different Regional Shipping and Storage Divisions because of the F.O.B. points, the F.O.B. points involved will be circled in red pencil on the "Action Copy".

##### C. Recording the Receipt of Abstracts

Upon the receipt of abstracts and related items in the Regional Shipping and Storage Divisions and the Storage Division in Washington, a record will be made of the abstract or item on "Record of Abstracts", Form CCC-425, (See Exhibit A).

Post the following information on the "Records of Abstracts" on the items received:

1. Date received
2. Abstract number
3. Contract number
4. Commodity
5. F.O.B. point or present location

After the posting to the "Record of Abstracts" has been completed, the two copies of the abstract or item will be distributed as follows:

Storage Division in Washington

One copy is to be sent to the Chief, Program Management Division

One copy is to be sent to the Inventory Control Unit, Storage Division, and after making entries in the Summary Vendor Availability binder or the Individual Warehouse Inventory binder, the copy is to be sent to the proper Commodity Unit, Storage Division.

Regional Shipping and Storage Division

One copy is to be sent to the Storage Section for ordering the commodity. This will be the "Action copy".

One copy is to be filed in a master file of abstracts and related items.

Processing and Repackaging Abstracts

- A. The Procurement and Price Support Branch will send two copies of processing and repackaging abstracts to the Regional Shipping and Storage Division in which the processor is located and two copies to the Chief, Storage Division in Washington. One of the copies being sent to the Storage Division will be marked "Action Copy".

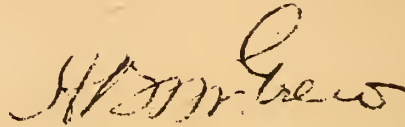
I Use of Weekly Check Lists

- A. Weekly check lists of all the abstracts, corrections and supplements thereto, and amendments to contracts will be furnished the Chief, Storage Division in Washington and the Regional Shipping and Storage Divisions by the Procurement and Price Support Branch and the Sales Branch in Washington.
- B. Regional Procurement and Price Support Divisions and Sales Divisions will furnish weekly check lists for abstracts and related items prepared in the regional offices to the Regional Shipping and Storage Divisions.
- C. These weekly check lists will enable the Storage Division and the Regional Shipping and Storage Divisions to determine whether copies of all the abstracts and related items have been received. In case any abstract or other item shown on the check lists has been received, a message should be sent promptly to the issuing office of the check list and the latter will forward two copies of the missing items.



VII Superseding Instruction and Effective Date

- A. This procedure supersedes paragraph III, B, 2, of Shipping and Storage Branch Memorandum No. 35.2, entitled "Regional Inventory of Commodities" and becomes effective on September 15, 1945.



Chief, Shipping and Storage Branch

Exhibit "A"

Form CCC-425 U. S. Department of Agriculture  
3-4-45 Commodity Credit Corporation  
Office of Supply - Shipping & Storage Branch

Region

Sheet No.

Week of

RECORD OF ABSTRACTS

Date  
Received

Abstract  
No.

Contract  
No.

Commodity

F.O.B. Point or  
Present Location





19422  
285h6  
Cap 2

Index:  
Storage  
Vendor & Purchase Availability

UNITED STATES DEPARTMENT OF AGRICULTURE  
PRODUCTION AND MARKETING ADMINISTRATION  
SHIPPING AND STORAGE BRANCH

SHIPPING AND STORAGE BRANCH MEMORANDUM NO. 42.1 - REV. 1

Distribution of Abstracts and Related Items

I General

- A. In accordance with FMA Instruction No. 127.1, effective November 19, 1945, copies of abstracts of purchase, sale, processing, and packaging contracts and amendments, corrections, and supplements to contracts shall be delivered to the Shipping and Storage Branch in Washington by the Budget and Management Branch. Also, the Budget and Management Branch shall furnish a consolidated weekly report of abstracts, amendments, corrections, and supplements issued during the reporting period. The Commodity Branch field offices executing contracts are responsible for delivering copies of abstracts and related items to the Shipping and Storage field office covering the area in which the preparing office is located.
- B. Abstracts prepared in Washington will be delivered to the Office of the Chief, Storage Division, Shipping and Storage Branch. Also, copies of abstracts prepared in field offices of the Commodity Branches, which are sent to the Budget and Management Branch in Washington for reproduction and distribution of copies needed by the Washington offices, will be delivered to the Office of the Chief, Storage Division.
- C. The Office of the Chief, Storage Division, Shipping and Storage Branch is responsible for sending copies of abstracts prepared in Washington to its appropriate Shipping and Storage field office(s).
- D. Shipping and Storage field offices receiving copies of abstracts and related items direct from offices executing contracts will be responsible for sending copies of abstracts and items to other Shipping and Storage field offices which may be involved.

II Washington Distribution of Abstracts and Related Items, Except Processing and Repackaging Abstracts

A. Number of Copies

Two copies of abstracts of purchase, amendments, corrections, and supplements thereto and two copies for each f.o.b. point and commodity type will be forwarded by the Budget and Management Branch to the Office of the Chief, Storage Division, Shipping and Storage Branch. On abstracts of sale, four copies plus two copies for each f.o.b. point and commodity type will be forwarded by Budget and Management Branch to the Office of the Chief, Storage Division.

The f.o.b. point and commodity type will be the governing factors in determining the number of copies and the proper Shipping and Storage field office to which the abstract will be sent by the Storage Division. Where there is more than one f.o.b. point and all are located in the territory served by the office, two copies for the field office will suffice.

In cases where abstracts cover more than one f.o.b. point and such f.o.b. points are under the jurisdiction of different Shipping and Storage field offices, two copies of the abstract will be sent to each Shipping and Storage field office involved. Also, in case an abstract covers different types of a commodity, two copies will be sent to the Shipping and Storage field office concerned for each commodity type.

The above distribution will be followed in every instance except where an abstract covers a point of origin located in the territory of a different field office from the f.o.b. point, or the vendor has specifically requested that shipping instructions be sent to his home office or a central point, in which case, abstracts will be sent to the Shipping and Storage field office covering these points.

B. Marking "Action Copy"

The Office of the Chief, Storage Division will stamp "Action Copy" on one copy of the abstracts sent to the Shipping and Storage field offices.

Where it is necessary to send copies to different Shipping and Storage field offices because of the f.o.b. points, the f.o.b. points involved will be circled in red pencil and the abstract marked "Action Copy".

C. Recording the Receipt of Abstracts

Upon receipt of abstracts and related items in the Office of the Chief, Storage Division in Washington, a record will be made of the abstract or item on "Record of Abstracts," Form CCC-425.

Post the following information on the "Record of Abstracts" on the items received:

1. Date received
2. Abstract number
3. Contract number
4. Commodity
5. F.O.B. point or present location

After posting to the "Record of Abstracts" has been completed, copies of the abstract or item will be distributed by the Office of the Chief, Storage Division for usage as follows:

1. Send one copy to the proper Commodity Unit, Storage Division for use in maintaining summary inventory records.
2. Send two copies or more (see paragraph A, above) to the Shipping and Storage field office involved. One of these copies will be the "Action Copy".
3. Send one copy to the Chief, Program Management Division for use in cooperating with the Storage Division on storage plans.
4. Send one copy of sales abstracts to the Claims Division.
5. Send one copy of sales abstracts to the Inspection and Maintenance Division.

Where abstracts or items are prepared in field offices of Commodity Branches and distribution to Shipping and Storage field offices has already been made, the two copies of the abstract or item will be distributed in accordance with paragraphs 1 and 3 above, and on sales abstracts, the four copies will be distributed in accordance with paragraphs 1, 3, 4, and 5.

#### D. Transmittal of Abstracts

Abstracts being sent to Shipping and Storage field offices by the Storage Division will be sent to the San Francisco, Chicago, and Dallas offices by airmail and to the New York and Memphis offices by regular mail. Where in the opinion of the Office of the Chief, Storage Division, abstracts cannot be delivered by mail to Shipping and Storage field offices at least four days prior to the delivery date shown on the abstract, complete abstract information will be sent by teletype to the Shipping and Storage field office concerned. The abstract will then be mailed to the Shipping and Storage field office as confirmation of the teletype message and marked accordingly.

### III. Field Office Distribution of Abstracts and Related Items

#### A. Number of Copies

Two copies of abstracts, amendments, corrections, and supplements thereto for each f.o.b. point and commodity type will be forwarded by the field office executing the contract to the Shipping and Storage field office covering the territory in which the preparing office is located.



The f.o.b. point and commodity type will be the governing factors in determining the number of copies and proper Shipping and Storage field office to which the abstract will be sent by the receiving Shipping and Storage field office. Where there is more than one f.o.b. point and all are located in the territory served by the same Shipping and Storage field office, two copies for the office will suffice.

In cases where abstracts cover more than one f.o.b. point and such f.o.b. points are under the jurisdiction of different Shipping and Storage field offices, two copies of the abstract will be sent to each Shipping and Storage field office involved. Also, in case an abstract covers different types of a commodity, two copies will be sent to the Shipping and Storage field office concerned for each commodity type.

The above distribution will be followed in every instance except where an abstract covers a point of origin located in the territory of a different field office from the f.o.b. point, or the vendor has specifically requested that shipping instructions be sent to his home office or a central point, in which case, abstracts will be sent to the Shipping and Storage field office covering these points.

B. Marking "Action Copy"

The Shipping and Storage field office receiving abstracts from preparing offices will mark "Action Copy" on one copy. Where it is necessary to send copies to different Shipping and Storage field offices because of the f.o.b. points, the f.o.b. points involved will be circled in red pencil and the abstract marked "Action Copy."

C. Recording the Receipt of Abstracts

Upon the receipt of abstracts and related items in the Shipping and Storage field offices, a record will be made by the Storage Section of the abstract or item on "Record of Abstracts," Form CCC-425.

Post the following information on the "Record of Abstracts" on the items received:

1. Date received
2. Abstract number
3. Contract number
4. Commodity
5. F.O.B. point or present location

After posting to the "Record of Abstracts" has been completed, copies of the abstract or item will be distributed by the Shipping and Storage field office for usage, as follows:

1. Send one copy to the Storage Section. This will be the "Action Copy".
2. One copy is to be filed in a master file of abstracts and related items.

Where additional copies are received because of the f.o.b. points, distribute according to paragraph A, above.

D. Transmittal of Abstracts

Abstracts received by Shipping and Storage field offices for distribution to other Shipping and Storage field offices because of the f.o.b. points involved, will be sent by airmail when the abstract cannot be delivered by regular mail in two days. Where in the opinion of the receiving Shipping and Storage field office, abstracts cannot be delivered by mail to Shipping and Storage field offices concerned at least four days prior to the delivery date shown on the abstract, complete abstract information will be sent by teletype, via Washington, if necessary. The abstract will then be mailed to the Shipping and Storage field office as confirmation of the teletype message and marked accordingly.

IV

Processing and Repackaging Abstracts

- A. Two copies of processing and repackaging abstracts will be sent to the proper Commodity Unit, Storage Division and to the Shipping and Storage field office covering the territory in which the processor or contractor is located. One of the copies being sent to the proper Commodity Unit in the Storage Division will be marked "Action Copy."
- B. The Commodity Unit, Storage Division will be responsible for notifying the Shipping and Storage field offices, by teletype, of the quantities of commodities to be moved from shippers under their jurisdiction to the processor or contractor.

V

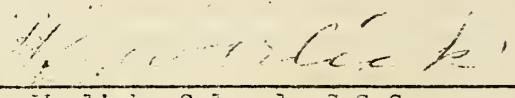
Weekly Report of Abstracts

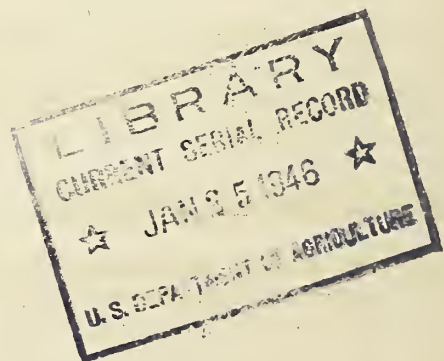
- A. The Budget and Management Branch will prepare a weekly consolidated report of abstracts, amendments, corrections and supplements issued during the reporting period.
- B. The Office of the Chief, Storage Division will secure a sufficient number of these weekly reports to send one to each Shipping and Storage field office. On the copies to be sent to the Shipping and Storage field offices, the Office of the Chief, Storage Division will indicate which abstracts and items were sent to each Shipping and Storage field office. Wherever it is found in

checking the report that an abstract or item has not been received in the field office where needed, a request will be immediately made to the Office of the Chief, Storage Division for the missing abstract or item.

VI Superseding Instruction

- A. This procedure supersedes Shipping and Storage Branch Memorandum No. 42.1, dated August 25, 1945, entitled "Distribution of Purchase and Sales Abstracts and Related Items."

  
H.O. Warlick, Colonel, G.S.C.  
Director, Shipping and Storage Branch





reserve  
1.9422  
Tr 85h6

Index:  
Storage  
Vendor & Purchase  
Availability

UNITED STATES DEPARTMENT OF AGRICULTURE  
PRODUCTION AND MARKETING ADMINISTRATION  
WASHINGTON 25, D. C.

SHIPPING AND STORAGE BRANCH MEMORANDUM NO. 42.1

REVISION 1 SUPPLEMENT 1

Distribution of Abstracts and Related Items

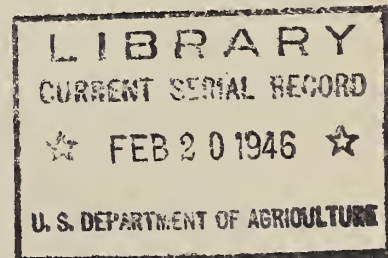
I Surplus Property

- A. This procedure is extended to cover contracts relating to the sale of surplus property by the U. S. Department of Agriculture as disposal agency under the Surplus Property Act of 1944.
- B. The Shipping and Storage Branch and its field offices will be furnished with copies of abstracts of sales of surplus property only when the Shipping and Storage Branch is to ship or store the commodity.
  1. When the Shipping and Storage Branch is to handle the commodity, the following notation will appear in the upper left hand corner of each abstract under "Owning Agency": "Shipping and Storage Branch will handle this commodity."

II Distribution of Abstracts and Related Items to Inventory Accounting Division

- A. With the transfer of the Inventory Accounting Division to the Shipping and Storage Branch additional copies of abstracts, amendments to abstracts, corrections and supplements will be required for distribution to the Inventory Accounting Division.
  1. The Budget and Management Branch will furnish three additional copies of such items to the Office of the Chief, Storage Division.
  2. The Office of the Chief, Storage Division will distribute the three copies to the "Chief, Inventory Accounting Division."
- B. The addition noted in paragraph A above should be inserted in Shipping and Storage Branch Memorandum No. 42.1, Rev. 1 paragraph II, C (page 3) and the following changes should be made in paragraph II, A (page 1).

Distribution Codes "A" and "B"  
February 12, 1946






1. The first word "two" should be changed to "five"
2. In line 5, the underscored word "four" should be changed to "seven".

III Effective date

This instruction is effective February 4, 1946.

  
\_\_\_\_\_  
H. O. Warlick, Director  
Shipping and Storage Branch

Distribution Codes "A" and "B"  
February 12, 1946



serve  
7.9422  
Tr 85h 6

USDA-FMA  
S&S BR.

*Charlie - Superseded by 623.1*

DISTRIBUTION OF ABSTRACTS AND RELATED DOCUMENTS 42.1 Rev. 2

Storage  
Vendor & Purchase Availability

I PURPOSE AND SCOPE

This Instruction is intended to expand the Shipping and Storage Branch (S&S Br.) distribution responsibility and operations, both in Washington and in the field, as authorized in FMA Instruction 127.1, "Preparation and Distribution of Abstracts."

II DISTRIBUTION

The distribution outlined below shall be followed in every instance except (a) when a document covers a point of origin located in the territory of a field office different from that covering the f.o.b. point, or (b) the vendor has specifically requested that shipping instructions be sent to his home office or a central point, in which case they shall be sent to the S&S Br. field office covering these points. Indication of this preference will be found in a footnote immediately above the availability table on abstract forms.

A Washington

1 Number of Copies - Reproduced copies of abstracts of purchase, sale, processing, packaging contracts, tenders of delivery, amendments to contracts, and related documents shall be delivered by the Administrative Services (AS) Division, FMA, to the Program Operations Division (Proc. O. Div.) in the following number:

a Four copies of all abstracts (except sales) and related documents.

b Sales abstracts - Six copies except those involving sales of surplus property where the S&S Br. does not store or handle the commodity. The S&S Br. will receive 5 copies in case of sale of surplus property only where "SS to handle" appears under "Owning Agency" in an upper left block of the forms.

c Additional copies for distribution to the S&S Br. field office - These copies will not be needed if the master ditto is mailed in from a field office.

(1) Two copies of each page of an abstract for each S&S Br. field office having jurisdiction over the f.o.b. points indicated thereon; or

(II A 1 c)

(2) Twelve copies of all documents when point of origin or location of commodity is unknown (as in field purchases).

2 Transmittal - The above copies shall be distributed by the Pro. O. Div. IMMEDIATELY (within 24 hours) as follows:

a One copy of all documents to the appropriate commodity unit of the Storage and Distribution Section of the Pro. O. Div.

b One copy of all documents to the Inventory Accounting Division (IA Div.).

c One copy of all documents to the Claims Div. for filing in the "Contract" case file.

d One additional copy of sales abstracts and related documents to the Claims Div. for possible operating use.

e One copy of sales abstracts and related documents to the Maintenance Division.

f When the upper right block "Office Preparing Abstract," contains "Wash." after the name of the preparing office, as indication that the abstract was prepared in Washington, copies shall be sent air mail to S&S Br. field offices as provided for in (1) or (2) below. They shall not be sent if the master ditto of the document was prepared by and sent in from a field office (commodity or S&S Br.)

(1) One copy shall be marked "Action Copy," and the f.o.b. points on which action is to be taken shall be circled in red pencil, except when point of origin or location of commodity is unknown.

(2) When the S&S Br. field office is not known (as in the case of field purchases), 2 copies shall be sent by air mail to each of the field offices and the Atchison Office. They shall be maintained in a pending file for reference purposes, only, until the program is completed.



(II)

Storage

Vendor &amp; Purchase Availability

B Field Offices

## 1 Number of copies.

a When an S&S Br. field office prepares a master ditto of an abstract or related document it shall secure from the area office of the AS Div., FMA, copies for its own use and 2 for each S&S Br. field office having jurisdiction over the f.o.b. points indicated thereon.

b When an S&S Br. field office has jurisdiction over one or more f.o.b. points indicated on an abstract or related document which was prepared in Washington, it shall receive 2 copies of such document from the Pro. O. Div., Washington. If the document was prepared in another field office (commodity or S&S Br.), the field office having jurisdiction over the f.o.b. points indicated on the document shall receive 2 copies from the S&S Br. field office which prepared the document.

c Additional copies shall be secured from the appropriate AS Div., FMA, when needed.

2 Transmittal - The above copies shall be distributed by the S&S Br. field office IMMEDIATELY (within 24 hours ) as follows:

a When the document was prepared by an S&S Br. field office, that office shall remove the heavy white backing sheet; shall protect the master ditto with a tissue; and shall then air mail the master ditto to the Administrative Services Division, Budget and Management Branch, FMA, United States Department of Agriculture, Washington 25, D. C. It shall be inserted in a tube, properly wrapped, upon which is clearly marked "Master ditto - abstract." Several master dittos may be mailed in one mailing tube or envelope.

b When the document was prepared in a field office the S&S Br. field office in that area shall air mail 2 copies of each document to the S&S Br. field office having jurisdiction over the f.o.b. points indicated thereon. One copy shall be marked "Action Copy" and the f.o.b. points on which action is to be taken shall be circled in red pencil.

(II B 2)

c One copy, marked "Action Copy," shall be sent to the Storage Section (Stg. Sec.).

d One copy shall be filed by the Stg. Sec. in a master file of abstracts and related documents.

C Teletype Notification - When, in the opinion of the Pro. O. Div., Washington, or the Stg. Sec. of a field office, documents cannot be delivered by air mail to the S&S Br. field offices at least 4 days prior to the delivery date shown, complete information shall be sent by teletype to each S&S Br. field office concerned. The document shall then be mailed to the S&S Br. field office as confirmation of the teletype message and shall be marked accordingly.

III RECEIPT CONTROL

A Washington - The Pro. O. Div. shall maintain, and shall utilize one or more of the following records of receipt of abstracts and related documents :

1 A ditto sheet, "Receipt for Ditto Work," from the AS Division, FMA. This receipt lists each document by contract number and the number of copies of each document accompanying the receipt, as well as the time and date received. Receipts shall be filed for an adequate length of time.

2 A 3x5 card, Form SS-34, "Record of Abstracts (Washington)," shall be maintained and filed in numerical sequence by contract number. To it shall be posted the following information:

- a Contract number
- b Type of document received
- c Date received
- d Date mailed
- e S&S Br. field office(s) to which copies were mailed

Whenever errors, such as the use of duplicate numbers, are detected, the Pro. O. Div. shall bring them to the attention of the preparing office, or to the attention of the Washington office of a commodity branch, if the document was prepared by a commodity branch office in the field.

3 Sample copies of all documents received, filed in numerical sequence by contract number, all documents relating to one contract being securely fastened together. After these copies have been reported on the weekly Form FMA-283, "Check List of Abstracts and Related Documents Issued," they shall be forwarded to the Claims Div. for the "Contract" case files, as required in S&S Br. Instr. 50.1.

(III)

Storage

Vendor &amp; Purchase Availability

B Field Offices - The Stg. Sec. of each field office shall maintain, and shall utilize one or more of the following records of receipt of abstracts and related documents:

1 Sample copies of all documents received, filed in numerical sequence by contract number, all documents relating to one contract being securely fastened together.

2 Form CCC-425, "Record of Abstracts," to which shall be posted the following information:

- a Date received
- b Contract number
- c Commodity
- d F.O.B. point or present location

Whenever errors, such as the use of duplicate numbers, are detected, the Stg. Sec. shall bring them to the attention of the preparing office in the field, or to the attention of the Pro. O. Div., Washington, if the document was prepared in Washington.

3 The 3x5 card, Form SS-34, "Record of Abstracts," as used in Washington.

#### IV WEEKLY REPORT OF DOCUMENTS

A Receipt - The Pro. O. Div., Washington, shall secure consolidated reports on Forms FMA-283, "Check List of Abstracts and Related Documents Issued," from the AS Division, FMA, in sufficient quantity for internal use and to send one to each S&S Br. field office and the IA Div.

B Use

1 Washington

a This report shall be checked by the Pro. O. Div. against the receipt control records to make certain that all documents listed have been received and forwarded to the appropriate field office.

b On one copy being sent to each field office, the Pro. O. Div. shall draw a horizontal check line in red pencil beside the contract number of each document already forwarded to that particular field office.

(IV B 1)

c      Whenever it is found that a document listed was not received in the branch or was not forwarded to the appropriate field office, necessary steps shall be taken by the Pro. O. Div. to remedy the situation.

2      Field Offices

a      This report shall be checked by the Stg. Sec. against the control records to make certain that all documents checked in red pencil have been received.

b      Whenever it is found that a document has not been received, a request will be made IMMEDIATELY to the Pro. O. Div. for the missing document.

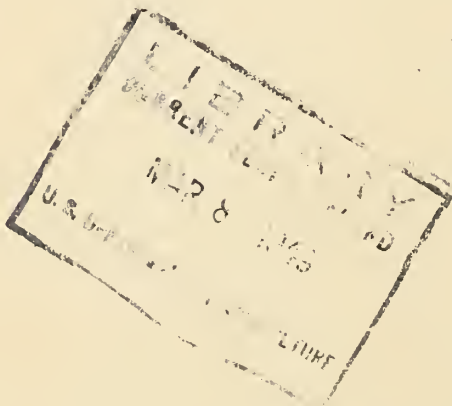
V      SUPERSEDING INSTRUCTION

This Instruction supersedes S&S Br. Instr. 42.1 Rev. 1, dated December 13, 1945, and Supplement 1, dated February 12, 1946, entitled "Distribution of Abstracts and Related Items," and becomes effective immediately.

\* \* \*

*E. A. Levi*

E. A. Levi, Acting Director  
Shipping and Storage Branch





Reserve

1.9422

Ts 8 Sh 6

USDA-PMA  
SS BR.

*Supersedes 42.1 Rev. 2*

DISTRIBUTION OF ABSTRACTS AND RELATED DOCUMENTS

623.1

CCC

SS Branch

Operating Inventory

I GENERAL

This Instruction is in conformance with PMA Instruction 127.1 "Preparation and Distribution of Abstracts" and sets forth Shipping and Storage Branch, Washington (SS Br.) and CCC Field Office responsibilities in connection with the distribution and use of abstracts of contracts.

II DISTRIBUTION

Abstracts will be distributed to CCC Field Offices to originate shipment on the following jurisdictional basis:

- /1/ Where "present location" or "point of origin" of the commodity and the "F.O.B. point" or "point of delivery to CCC" are the SAME: send abstracts to the field office in the area of "present location" or "point of origin."
- /2/ Where "present location" or "point of origin" of the commodity and the "F.O.B. point" or "point of delivery to CCC" are DIFFERENT: send abstract(s) to the field office(s) in the area of "present location(s)" or " point(s) of origin."
- /3/ Where an abstract shows that the vendor desires shipping instructions to be sent to a specific address regardless of "present location," "point of origin," "f.o.b. point" or "point of delivery to CCC": send abstract(s) to the field office(s) in the area of the specified address(s).

A SS Br. Washington

1 Number of copies - Reproduced copies of abstracts of purchase, sale, processing, packaging contracts, tenders of delivery, amendments to contracts, and related documents will be delivered by the Administrative Services (AS) Division, Budget and Management (B&M) Branch, promptly after reproduction, to the Program Operations Division (Pro. O. Div.), SS Br. in the following number:

- a Two copies of all abstracts (except abstracts of sales contracts negotiated by field offices of PMA and/or CCC) and related documents.

623.1 DISTRIBUTION OF ABSTRACTS AND RELATED DOCUMENTS

(II A)

b Three copies of all abstracts and related documents of sales contracts negotiated by field offices of PMA and/or CCC.

c Additional copies for distribution to the CCC Field Office - These copies will not be needed if the master ditto is received by Washington from a field office of PMA and/or CCC.

(1) Four copies of each page of an abstract for each CCC Field Office having jurisdiction over the f.o.b. points indicated thereon; or

(2) Twenty copies of all documents when point of origin or location of commodity is unknown (as in field purchases).

2 Transmittal - Immediately (within 24 hours) after receipt, the above copies will be distributed by the Pro. O. Div. as follows:

a One copy of all documents to the Storage and Distribution Section of the Pro. O. Div. for availability and planning purposes.

b One copy of all documents to the Inventory Accounting Section of the Pro. O. Div. for accounting purposes.

c One copy of abstracts of sales contracts negotiated by field offices of PMA and/or CCC to the Field Management Division for review and management purposes.

d When the upper right block "Office Preparing Abstract," contains "Wash." after the name of the preparing office, as indication that the abstract was prepared in Washington, four copies will be sent air mail to the respective CCC Field Offices as provided for in (1) below. They will not be sent if the master ditto of the abstract was prepared and sent to Washington by a field office of PMA and/or CCC.

(1) One copy will be marked "action copy" and the F.O.B. points on which action is to be taken will be circled in red pencil except when point of origin or location of commodity



## (II A 2 d (1) cont'd.)

is not known. The CCC field office will use this copy in ordering commodity movement.

- (2) The second copy is for freight bill verification and claims purposes.
- (3) The third copy is for commodity payment (Fiscal Div.) purposes.
- (4) The fourth copy is for accounting (Fiscal Div.) purposes.

e When the CCC Field Office is not known (as in the case of field purchases), two copies will be sent by air mail to each field office and the Atchison office. They will be maintained in a pending file for reference purposes until the program is completed.

3 In accordance with PMA Instruction 127.1, Preparation and Distribution of Abstracts, the Budget and Management Branch, Washington, will furnish the Fiscal Branch, Washington, with two copies of each abstract of contracts negotiated both in Washington and the field. These copies are for use by the Fiscal Branch, Washington.

B CCC Field Offices

1 Number of copies.

a When a CCC Field Office prepares a master ditto of an abstract or related document, it shall secure from the area office of the AS Div., PMA, copies for its own use and four copies for each CCC Field Office having jurisdiction over the f.o.b. points indicated thereon.

b When a CCC Field Office has jurisdiction over one or more f.o.b. points indicated on an abstract or related document which was prepared in Washington, it will receive four copies of such document from the Pro. O. Div., Washington. If the document was prepared in another field office (PMA and/or CCC), the field office having jurisdiction over the f.o.b. points indicated on the document will receive four copies from the CCC Field Office which prepared the document for use similar to that indicated in A 2 d above.

## (II B 1 c)

c Additional copies will be secured from the appropriate AS Div., PMA, when needed.

2 Transmittal - After reproduction, the above master ditto and copies will be distributed by the CCC Field Office IMMEDIATELY (within 24 hours) as follows:

a When the document was prepared by a CCC Field Office, that office will remove the heavy white backing sheet; protect the master ditto with a tissue; and then air mail the master ditto to the Administrative Services Division, Budget and Management Branch, PMA, United States Department of Agriculture, Washington 25, D. C. It will be inserted in a tube, properly wrapped and clearly marked "Master ditto - abstract." Several Master dittos may be mailed in one mailing tube or envelope.

b When the document was prepared in a Commodity Branch field office the CCC Field Office in that area will air mail four copies of each document to the CCC Field Office having jurisdiction over the f.o.b. points indicated thereon.

- (1) One copy will be marked "action copy" and the F.O.B. points on which action is to be taken will be circled in red pencil except when point of origin or location of commodity is not known. The CCC Field office will use this copy in ordering commodity movement.
- (2) The second copy is for freight bill verification and claims purposes.
- (3) The third copy is for commodity payment (Fiscal Div.) purposes.
- (4) The fourth copy is for accounting (Fiscal Div.) purposes.

C Teletype Notification - When, in the opinion of the Pro. O. Div., Washington, or a CCC Field Office, documents cannot be delivered by air mail to the CCC Field Offices concerned at least 4 days prior to the delivery date shown, complete information shall be sent by teletype to each CCC Field Office concerned. The document will then be mailed to the CCC Field Office as confirmation of the teletype message and will be marked accordingly.

## III RECEIPT CONTROL

A Washington - The Pro. O. Div. will maintain, and utilize one or more of the following records of receipt of abstracts and related documents:

1 A ditto sheet, "Receipt for Ditto Work," from the AS Division, PMA. This receipt lists each document by contract number and the number of copies of each document accompanying the receipt, as well as the time and date received. Receipts will be filed for an adequate length of time.

2 Card, Form SS-34, "Record of Abstracts (Washington)," will be maintained and filed in numerical sequence by contract number. To it will be posted the following information:

- a Contract number
- b Type of document received
- c Date received
- d Date mailed
- e CCC Field Office(s) to which  
copies were mailed

Whenever errors, such as the use of duplicate numbers, are detected, the Pro. O. Div. will bring them to the attention of the preparing office, or to the attention of the Washington office of a commodity branch, if the document was prepared by a commodity branch office in the field.

B CCC Field Offices - Each CCC Field Office will maintain adequate records to control the receipt of abstracts and related documents. The following are suggested for use:

1 Form CCC-425, "Record of Abstracts," to which may be posted the following information:

- a Date received
- b Contract number
- c Commodity
- d F.O.B. point or present location

2 Card Record, Form SS-34, "Record of Abstracts," as used in Washington.

3 Whenever errors, such as the use of duplicate numbers, are detected, the CCC Field Office will bring them to the attention of the preparing office in the field or to the attention of the Pro. O. Div., Washington, if the document was prepared in Washington.



## IV WEEKLY REPORT OF DOCUMENTS

A Receipt - The Pro. O. Div., Washington, will secure consolidated reports on Forms PMA-283, "Check List of Abstracts and Related Documents Issued," from the AS Division, PMA, in sufficient quantity for internal use and to send one to each CCC Field office and the IA Sec. of Pro. O. Div.

B Use1 Washington

a This report will be checked by the Pro. O. Div. against the receipt control records to make certain that all documents listed have been received and forwarded to the appropriate field office.

b On one copy being sent to each field office, the Pro. O. Div. will draw a horizontal check line in red pencil beside the contract number of each document already forwarded to that particular field office.

c Whenever it is found that a document listed was not received in the branch or was not forwarded to the appropriate field office, necessary corrective steps will be taken by the Pro. O. Div.

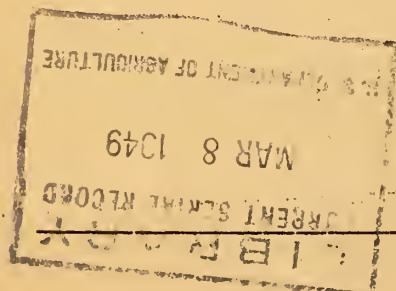
2 Field Offices

a This report will be checked by the field office against the control records to make certain that all documents checked in red pencil have been received.

b Whenever it is found that a document has not been received, a request will be made IMMEDIATELY to the Pro. O. Div. for the missing document.

## V SUPERSEDING INSTRUCTION

This Instruction supersedes SS Br. Instr. 42.1 Rev. 2, dated October 31, 1946, entitled "Distribution of Abstracts and Related Documents," and becomes effective January 1, 1948.



*H. O. Warlick*  
H. O. Warlick, Director  
Shipping and Storage Branch